

YOUTH SERVICES POLICY

Title: Employee Assistance Program Next Annual Review Date: 01/15/2011	Type: A. Administrative Sub Type: 2. Personnel Number: A.2.11
	Page 1 of 3
References: ACA Standards 2-CO-1C-20, 2-CO-1C-25 (Administration of Correctional Agencies, 4-JCF-6D-03, 4-JCF-6D-08 (Performance-Based Standards for Juvenile Correctional Facilities); YS Policies A.2.7 "Drug-Free Workplace" and A.2.22 "Violence-Free Workplace"	
Approved By: Mary L. Livers, Deputy Secretary	Date of Approval: 01/15/2010

I. AUTHORITY:

Deputy Secretary of Youth Services as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To ensure a uniform policy regarding the use of the Employee Assistance Program (EAP).

III. APPLICABILITY:

This policy applies to all employees in Youth Service (YS). Each Unit Head is responsible for ensuring that all necessary procedures are in place to comply with the provisions of this policy.

IV. DEFINITIONS:

Employee Assistance Program Manager - Central Office employee designated by the Deputy Secretary to ensure that EAP services are provided and that EAP records are kept in a confidential manner.

Employee Assistance Program Unit Coordinator - Employee designated by the Unit Head to ensure that EAP services are provided and that EAP records are kept in a confidential manner.

Unit Head - Deputy Secretary, Facility Directors and Regional Managers.

V. POLICY:

It is the Deputy Secretary's policy to maintain an Employee Assistance Program which provides counseling and/or referral to any employee with a personal problem that is affecting, or has the potential to affect, the individual's work performance. The EAP shall assist the employee in identifying the problem and locating sources of treatment or rehabilitative help.

VI. PROCEDURES:

- A. The Deputy Secretary shall designate an EAP Program Manager in the Central Office.
- B. Each Unit Head shall designate an EAP Unit Coordinator.
- C. Information regarding the EAP shall be posted on employee bulletin boards.
- D. Employees may gain access to the EAP by contacting the EAP Unit Coordinator or the EAP Program Manager at the YS Central Office, who shall ensure that services are provided and information records are kept in a confidential manner.
- E. The employee's job, career, future or professional reputation shall not be jeopardized as a result of utilizing the EAP. The program is intended to be rehabilitative rather than punitive. However, participation in the EAP does not shield an employee who has violated employee rules or engaged in criminal activities or committed criminal acts.
- F. Employees with personal problems, such as alcohol or drug dependency, mental or emotional disturbances, marital, family, financial or legal concerns, etc., that are affecting or might affect job performance, are encouraged to seek help voluntarily through the EAP. Self-referrals may be made confidentially. Supervisors may also refer an employee to EAP if they have reason to believe that a personal problem may be affecting work performance. All such referrals shall remain confidential.
- G. Employees referred to the program by their supervisors shall be required to cooperate with referrals for problem assessment and to follow the treatment program recommended by the counseling agent. Refusal to cooperate shall result in the employee's removal from the program and may be the basis for disciplinary action.
- H. An employee's work performance may be affected by the problems of his spouse or other dependents; therefore, the program is available to the families of employees as well. Spouses or other family members are encouraged to contact the EAP Unit Coordinator or the Employee Assistance Program Manager at Central Office if the family is in need of a referral for assistance in coping with a problem.
- I. YS may grant leave (annual, sick, compensatory or leave without pay) for up to ninety calendar days as needed for the purpose of active treatment or rehabilitation.

YS Policy No. A.2.11

Page 3

- J. Costs associated with the EAP (the professional evaluation, treatment, etc.) are the responsibility of the employee. In many cases, this cost would be covered by health insurance.
- K. On-line counseling for employees and their adult family members is available at www.OnTheNetCounseling.com. This website allows for participation in private on-line counseling sessions within a confidential, discreet and password-protected environment. This program is considered a supplement to the programs and services offered by the EAP.

Previous Regulation/Policy Number: A.2.11

Previous Effective Date: 12/10/2008



Attachments/References: A.2.11 (a) EAP Brochure 1-10.doc